



**DRAFT**  
**Virginia Aviation Board**  
**Meeting Minutes**  
**December 10, 2003**

**MINUTES OF THE VIRGINIA AVIATION BOARD MEETING – DECEMBER 10, 2003, 9:00 A.M..AT THE DEPARTMENT OF GAME AND INLAND FISHERIES, 4010 WEST BROAD STREET, RICHMOND, VIRGINIA.**

**MEMBERS PRESENT**

Roger L. Oberndorf, Chairman  
John G. Dankos, Jr.  
Bob L. Johnson  
William J. Kehoe  
Robert H. Neitz  
Marianne M. Radcliff  
Dr. Alan L. Wagner  
Emmitt F. Yearly

**OTHERS PRESENT**

Airport Managers, Sponsors, Consultants, Engineers, State Government Representatives, Business Owners, City & County Representatives, and Federal Government Representatives

Mr. Oberndorf called the meeting to order. The minutes from the October 2003 Board Workshop and Meeting were approved. Motion made by Mr. and seconded by Mr..

**Reports/Announcements:**

The Chairman called on Jeanie Carter to give the Safety Report (A copy of this report is attached). This report is a comparison of accidents from last year and this year. Virginia Aviation Safety Week will be April 5-8, 2004 and Greg Feith, former NTSB investigator, will be the keynote speaker.

The Chairman called on Jim Bland to present the Department of Aviation Report. Jim introduced Tony Cox as our newest Engineer with the Department of Aviation. Tony is a graduate of Virginia Tech and a P.E. with over 10 years experience.

- **Hampton Roads Executive Airport** – Airport entrance on 58/460 is high speed with little decel/accel lanes associated with turning movements into the airport. Director Macfarlane intends to write a letter to VDOT asking them to take steps to improve the airport entrance.

- **Visitation** - Since our last meeting, Director Macfarlane has had the chance to visit four airports, Farmville, Mecklenburg-Brunswick, Emporia, and South Boston.
- **Small Quantity Pollutants** – The Department of Environmental Quality (DEQ) has met with DOAV staff and airport managers and consultants to address small quantity pollutants on airports. This was primarily with airports in the Northern Virginia hit with DEQ inspections over the last six months with the responsibility of getting airports to deal with fuel dumping from pre-flight. DOAV facilitated a meeting between DEQ and a group of airport sponsors to establish a task force to deal with this issue at all Virginia airports. DEQ is to provide the taskforce with a complete list of items included upon which the taskforce will begin to develop a best management practices (BMP) document. Jim passed around a GAF jar as one of the items that has come out of this issue for board members to inspect.
- **Atlantic Coast Airlines** – Director Macfarlane and Keith McCrea met with Atlantic Coast Airlines recently regarding the start-up of a low fare carrier, Independence Air. It is possible that if all goes well, it could expand low-fare service in Virginia.
- **Maintenance Program** – With the limited amount of resources in the maintenance program this year (base budget) and some airports having a history of not spending their maintenance allocations, DOAV set up six-month allocations this year, July 1 – December 31. This was done in order to provide airports adequate time to use their allocation but to be able to redirect it if they did not. On December 31, all unexpended maintenance allocations will expire and be reallocated to airport sponsors who have applied but could not be approved due to absence of funding.
- **Charlottesville-Albemarle Airport Visit** – Jim briefly mentioned a meeting attended by Director Macfarlane, Jim Bland, William Kehoe, Bryan Elliott, the Charlottesville-Albemarle Airport Authority and their legislators. Mr. Kehoe will give a more detailed account of this meeting.
- **Legislative Newsletter** – The first edition of the Legislative Newsletter sent by e-mail should be sent out shortly. The Department wishes to inform the VAB, airport managers and sponsors on legislative issues involving aviation.
- **SATS** – The Danville Regional Airport has been designated as the nationwide demonstration site for SATS in 2005. The technology that is being developed under SATS is slated for role-out in April 2005 and this will take place at Danville Regional Airport. Congressman Virgil Goode was very instrumental in this designation.
- **ADS-B** – Vernon Carter and Jim met with MITRE Corporation on November 25, 2003 to examine how we could modify or expand the ADS-B system being proposed under SATS so that Virginia could enjoy expanded coverage in Southside and Southwest Virginia. (Copy of slide attached). Mr. Yeary asked about the Abingdon area. Mr. McCrea is working on getting mobile station that will allow us to evaluate expanded coverage.

The Chairman called on Terry Page to present the FAA/WADO report. Terry presented a PowerPoint presentation on the reauthorization of the AIP program. The new AIP program title is Vision 100 – Century of Aviation Reauthorization Act. This act is changing the rules for our AIP grant funding program. (Copy of presentation attached). These changes have passed both houses of congress and awaiting the President's signature. The program authorizes \$3.4 billion for the current year up to \$3.7

billion for FY 2007. The program is for four years. We do not have appropriation yet. Like most bills, we need both authorization and appropriation. The appropriation of the money is tied up in the Omnibus federal funding bill that will probably not be passed until sometime in January. (See attached copy of presentation for changes). If you would like to read or look up additional bills, the website is [thomas.loc.gov](http://thomas.loc.gov). The bill number for this authorization is HR 2115 and you want the enrolled version; that is the final version. The appropriations bill is HR2673. Washington will be sending information to FAA/WADO on how to enact the new changes. I will be sending out letters for the current year (2004) with the increase from 90% to 95% out as soon as we can find the money for the additional 5% for the current year. Not knowing where the money will come from for the additional 5% for the current year may result in the loss of some projects.

The Chairman announced that at the last board meeting a Compatible Land Use sub-committee was formed and the committee will meet 2 hours prior to each workshop meeting. The chairman is Bob Neitz and he will brief us on the first meeting.

Mr. Neitz reported that the meeting only lasted about 45 minutes. Other members of the board appointed to this committee are Marianne Radcliff and Dr. Alan Wagner. The first meeting consisted of getting up to speed on what we have to deal with in terms of existing federal and state legislation and FAA regulations. The next few meetings will be to educate committee members on what the options are, what the weaknesses are and where the problems exist. The committee will evaluate how the issues can be approached and what kind of tools we can use in order to encourage municipalities, counties, airport commissions, and so forth to honor what needs to be honored with respect to airports. These meetings will be open to the public.

Mr. Johnson suggested that if you do not have state legislation to set the benchmark for you then there will be problems for the committee.

### **Old Business:**

The Chairman called for any old business and there was none.

### **New Business:**

The Chairman called on Mike Swain to present the projects for funding.

Mr. Swain gave the financial report for the Commonwealth Airport Fund (CAF). There is currently \$42,600.35 in the AC/Reliever Discretionary fund and \$6,915.86 in the GA Discretionary fund. Mike referred the Board to the discussion from the workshop about withdrawing the TA for \$16,000.00 from Bridgewater AirPark, return it to the CAF, and fund this project under the GA Airport Security Program. (Refer to workshop notes) Mr. Johnson made motion to approve, Mr. Neitz seconded the motion, motion carried. With regard to the memorandum handed out yesterday, this motion increases the GA Discretionary fund to \$22,915.86.

Mr. Swain suggested they start with Region 3, Stafford Airport. Chairman Oberndorf hearing no objections agrees. Mr. Swain started with Front Royal-Warren County Airport, Mr. Neitz made motion to approve, Mr. Kehoe seconded the motion, motion carried. Next request is from Orange County Airport, Mr. Neitz made motion to approve, Mr. Kehoe seconded the motion, motion carried. The final request for Region 3 was for Stafford Regional Airport, (refer to workshop minutes for discussion). Mr. Neitz made motion to approve, Mr. Dankos seconded the motion, motion carried. The remaining projects submitted for consideration at the December meeting are covered in detail in the memorandum from Mike Swain to Roger Bowling, (copy attached).

Ms. Cherry Evans was called on to present the promotion projects. She reported that there was \$9,200.00 for allocation in the Promotion Program and \$30,000.00 available for allocation in the Air Service Development and Enhancement Program. The first request is for Region 1, New River Valley submitted project for Needs Analysis/Market Assessment amounting to \$6,800.00. Only \$6,700.00 is available at this time. Mr. Yeary made motion to approve, Mr. Dankos seconded, motion carried. The next request is for Tazewell County Airport for \$2,500.00. Mr. Yeary made motion to approve, Dr. Wagner seconded, motion carried.

Mr. Cliff Burnette was called upon next for Request for Resolutions from the Aviation Special Fund (GA Security). Mr. Burnette provided the Board with a copy of the Airport Security Program Status Report, (copy attached). On December 16th we will be conducting interviews with three consultants for selection to conduct the development of the Security Plan and Audit Manuals leading to the templates that the resolution the VAB passed requested be done. Mr. Dankos suggested in February after the resolution was passed by the VAB that the following Airport Security Projects at Chesterfield, Dinwiddie, Manassas, and Winchester be brought back before the Board for approval now that the Airport Security Program Fund has been set in place,. Mr. Neitz made motion to approve, Dr. Wagner seconded, motion carried. (copy attached)

#### **Public Comment Period:**

The Chairman announced that there would be a final presentation at the end of the public comment period.

Margaret Anne-Hilliard, Airport Manager, Hanover County Airport would like to say she appreciates the board looking at the land use impact surrounding the airports but would like to respectfully suggest that the Board include airports sponsors on your committee. Mr. Neitz emphasized that when the committee meets we would like to have their attendance. Mr. Neitz does not feel that it would be appropriate to include airport sponsors on the committee at this time. The committee will meet two hours before each board workshop and is open to the public and all comments and suggestions are welcome. Ms. Radcliff suggested that Virginia Municipal League (VML) and Virginia Association of Counties (VACO) be informed of the Land Use Committee meeting date and time.

#### **Board Member Comments and Reports:**

The Chairman called on Board members for reports or comments.

Mr. Yeary began discussion on Lonesome Pine through-the-fence operation being allowed at the airport. He stated that there is a statute in place that states that any leases that airports have should be sent through the DOAV for approval otherwise they might be void. This situation is worse than a lease, it is an actual conveyance. Please refer to workshop minutes for additional information. We are requesting that the Board approve the DOAV drafting a letter to be sent to all airport sponsors ensuring that they are aware prior to finalizing all leases that involve airport property; they must seek the approval of the DOAV in accordance with section 5.1-40 of the Code of Virginia. This will be brought to the next Board meeting for approval. Language also needs to be included in the Sponsor Procedural Guide. Mr. Yeary made motion to approve, Mr. Dankos seconded, motion carried.

Mr. Kehoe provided comments on a legislators briefing meeting held on November 21 with Director Macfarlane, Jim Bland, Charlottesville-Albemarle Airport Authority and legislators on airport funding concerns. Mr. Kehoe wished to thank Bryan Elliott for setting this meeting up. Charles and Jim made a presentation on funding issues facing airports and on the CAF and Aviation Special fund. Mr. Elliott did

overview of funding issues at Charlottesville-Albemarle Airport and the impact on the airport with budget cuts. Four legislators were present at the meeting. I would also like to report that V-Trans 2025 Intermodal Committee that was established by the Governor is progressing forward. Mr. Macfarlane is a member of the policy committee; I serve on the policy committee, Mr. Burnette serves on the technical committee. We have completed the Phase II report for the general assembly.

Mr. Bob Johnson wants to know what the total expenses for a Board meeting. Trish Fulcher will provide this information to the Board at the next meeting. Mr. Johnson would like to suggest to the Chairman that we look into quarterly meetings. Chairman Oberndorf stated that this idea could save dollars even if it meant extending the meeting hours. Mr. Bland stated that historically, airport sponsors and managers have felt that quarterly meetings are not frequent enough in order to address issues at the airports. The Chairman would still like to look at the cost comparison. Dr. Wagner suggested the possibility of a one-day meeting vs. two days for board meetings. The Board would hold the workshop in the morning, have a nice lunch and move ahead with board business in the afternoon. Mr. Johnson wanted to know why we moved the meetings to DGIF. The Chairman will look into this and report to the board members. Chairman Oberndorf requested Mr. Bland to do a cost comparison on Quarterly, Two-day (Bi-monthly), One-day (Bi-monthly). If meeting were one day, would it be possible to go to a consent agenda?

#### **Mr. Carroll Dubuc – Presentation**

Mr. Neitz invited Mr. Carroll Debuc to come to the board meeting and give a presentation that was given at the August Annual Conference and attended by about 75 individuals. Mr. Neitz introduced Mr. Carroll Debuc who presented a PowerPoint presentation on Protecting the Company/Airport through Mediation.

With no further business, the meeting was adjourned.

ATTACHMENTS